



## Texas Commission on Fire Protection

June 15, 2012

Dear FIDO Administrator,

The Texas Commission on Fire Protection is pleased to announce a new online payment program for departmental renewals.

**Beginning Sept. 1, 2012**, regulated entities will be able to submit online **ACH credit payments** to renew their appointed personnel. An ACH credit payment is a next business day electronic deposit from your bank to the Texas Comptroller.

To use the new system in September, you will need to make some arrangements NOW:

- Log into your entity's FIDO account, and get your **routing number** and **account number**. You will need these number to make payments via the new system.
- Contact your bank or your finance department and ask them to help you get set up.

Once you are set up, you are ready to renew your personnel beginning Sept. 1, 2012. Here are some important guidelines for using the new system:

- In FIDO, you must reconcile your list of personnel, validate their CE, and have the head of your entity electronically sign the renewal invoice before you can make your renewal payment. (This process is much like what has been done the past two years. The only difference this year is that you will be able to electronically sign the invoice.) Once you have completed the process, we will receive an automated notice that you have completed your invoice.
- Arrange to have the amount shown on the invoice sent via ACH credit payment to the Comptroller using the appropriate routing and account numbers. **The invoice number must be included in the addendum field of the payment document** so that it we can credit it to the proper department when we receive it.
- **Don't wait until the last minute to submit a payment.** Allow seven business days for the payment to process. We will use the date the payment is **received by the Comptroller** to determine if a payment is late.

Complete instructions for entity renewal will be available in FIDO once the renewal period begins on Sept. 1, 2012. As always, if you have any other questions or concerns please contact a member of our renewal team at 512-936-3824.

Sincerely,

A handwritten signature in dark ink that reads "Don R. Wilson".

Don Wilson  
Executive Director  
Texas Commission on Fire Protection

# From the Comptroller: ACH Credit Payments to the Texas Commission on Fire Protection

An ACH Credit payment is a next day electronic deposit from your account into another account. It is not a wire transfer payment. The account number that you have been given was created for you to make payments to the Texas Commission of Fire Protection (TCFP).

## How it Works

1. The account number assigned to your entity is for payments to the Texas Commission on Fire Protection.
2. Whenever a payment is received from your specific account – TCFP will receive a notification from the state comptroller's office letting them know the date of the payment, the amount, and the invoice number associated with that payment.
3. There is no processing fee charged by either TCFP or the Texas Comptroller of Public Accounts for ACH payments.

## Setting Up

1. If your entity is not already set up to make ACH credit payments – contact your bank and/or finance department, and ask them to help you get this established.
2. The **addendum field** of an ACH payment must include the TCFP invoice number so that they can determine what the payment is for. Your bank/finance department should be familiar with this feature. Be prepared to provide the invoice number to your bank when the payment is made.
3. Each ACH credit payment is for a single invoice only. You cannot pay multiple invoices with one ACH payment.
3. The account can only receive ACH payments – no other forms of payment will be accepted by the ACH system.

## Account Information

This is a JP Morgan Chase account. **TCFP will provide the routing number and the account number to you via TCFP's FIDO online management system and on the renewal invoice.**

If you have any questions, please call Amy Fuller with the Texas Comptroller of Public Accounts at (512) 463-1697 or [amy.fuller@cpa.state.tx.us](mailto:amy.fuller@cpa.state.tx.us) .